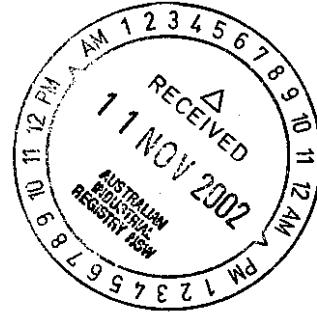




Technical Administrative Professional Staff Branch



6 November 2002

Industrial Registrar
 Australian Industrial Registry
 Level 8, Terrace Towers
 80 William Street
 East Sydney NSW 2011

**Re: Australian Workers' Union
 Technical Administrative Professional Staff & Gas Industry Branch (TAPS)
Financial Returns 2001/2002**

Please find enclosed Financial Report for the AWU TAPS Branch 2001/2002 Financial year.

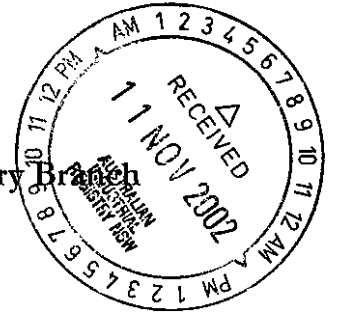
The TAPS Financial Report enclosed was presented to the Branch Committee of Management (BCOM) on 29 August 2002. The Report was circulated to all members on the 7 October 2002 and presented again to BCOM and received endorsement on the 29 October 2002.

Should you have any queries in respect to the foregoing do not hesitate to contact the writer.

Yours faithfully,

**COLIN HEATH
BRANCH SECRETARY**

The Australian Workers' Union – TAPS & Gas Industry Branch



280(1) CERTIFICATE

In pursuance of the provisions of Section 280(1) of the *Workplace Relations Act 1996*, I, Colin Heath, certify that the accounts set out, being the accounts of the Australian Workers' Union - Technical Administrative Professional Staff & Gas Industry Branch for the year ended 30 June 2002 were the accounts presented to the Branch Committee of Management in accordance with the provisions of Section 279(6) of the Act on the 29 August 2002, presented to members on the 7 October 2002 and again to the Branch Committee of Management 29 October 2002.

DATE: 4 November 2002

A handwritten signature in cursive script, appearing to read "Colin Heath".

.....
**COLIN HEATH
BRANCH SECRETARY**



THE AUSTRALIAN WORKERS' UNION

**TECHNICAL ADMINISTRATIVE PROFESSIONAL STAFF
& GAS INDUSTRY BRANCH**

STATUTORY STATEMENTS AUDITORS' REPORT,

FINANCIAL STATEMENTS AND NOTES THERETO

FOR THE YEAR ENDED 30 JUNE 2002

THE AUSTRALIAN WORKERS' UNION

TAPS & GAS INDUSTRY BRANCH

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE, 2002

1. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

The significant policies which have been adopted in the preparation of these financial statements are:

1.1 BASIS OF PREPARATION

The financial statements of the Union have been drawn up in accordance with applicable Accounting Standards, the Workplace Relations Act 1996 and other requirements of law. They have been prepared on the basis of historical costs and do not take into account changing money values or, except where stated, current valuations of non-current assets. The accounting policies have been consistently applied and, except where there is a change in accounting policy, are consistent with those of the previous year. The accounting records have been kept on an accrual basis.

1.2 INCOME TAX

No provision for income tax is necessary as the Union is exempt from income tax under Section 23(f) of the Income Tax Assessment Act.

1.3 EMPLOYEE ENTITLEMENTS

Provision for Annual Leave and Long Service Leave

The provision for employee entitlements to Annual Leave and Long Service Leave represents the amount which the Union has a present obligation to pay resulting from employees' services provided up to the balance date. The provision has been calculated at nominal amounts based on current wage and salary rates plus leave loading for Annual Leave.

Provision for Retrenchment

The Committee of Management decided that no increase would be made to the provision for the year under review.

THE AUSTRALIAN WORKERS' UNION

TAPS & GAS INDUSTRY BRANCH

STATUTORY STATEMENTS

FOR THE YEAR ENDED 30 JUNE, 2002

COMMITTEE OF MANAGEMENT'S CERTIFICATE

We, being two members of the Branch Committee of Management do state on behalf of the Executive and in accordance with a resolution passed by the Executive that:

- (1) in the opinion of the Branch Committee of Management, the attached accounts show a true and fair view of the financial affairs of the Branch as at 30 June 2002;
- (2) in the opinion of the Branch Committee of Management, meetings of the Committee were held during the year ended 30 June 2002, in accordance with the rules of the Branch;
- (3) to the knowledge of any Member of the Branch Committee of Management, there have been no instances where records of the Branch or other documents (not being documents containing information made available to a Member of the Branch under Section 274 of the Workplace Relations Act 1996) or copies of those records or documents, or copies of the rules of the Branch, have not been furnished, or made available, to members in accordance with the requirements of the Workplace Relations Act 1996, the Regulations thereto, or the rules of the Branch; and
- (4) the Branch has complied with Section 279 of the Act in relation to the financial accounts in respect of the year ended 30 June 2001, and the Auditors' Report thereon.


COLIN HEATH


CHRIS PETROPOULOS

SIGNED at Sydney this 29 day of August, 2002.

THE AUSTRALIAN WORKERS' UNION
TAPS & GAS INDUSTRY BRANCH

STATUTORY STATEMENTS

FOR THE YEAR ENDED 30 JUNE, 2002

ACCOUNTING OFFICER'S CERTIFICATE

I, Colin Heath, being the Officer responsible for keeping the accounting records of the Branch, certify that as at 30 June 2002, the number of members of the Branch was 1,808. (2001 1,933).

In my opinion:

- (1) The attached accounts show a true and fair view of the financial affairs of the Branch as at 30 June 2002;
- (2) a record has been kept of all moneys paid by, or collected from members and all moneys so paid or collected have been credited to the bank account to which those moneys are to be credited, in accordance with the rules of the Branch;
- (3) before any expenditure was incurred by the Branch, approval of the incurring of the expenditure was obtained in accordance with the rules of the Branch;
- (4) with regard to funds of the Branch raised by compulsory levies or voluntary contributions from members, or funds other than the General Fund operated in accordance with the rules, no payments were made out of any such fund for purposes other than those for which the fund was operated;
- (5) no loans or other financial benefits, other than remuneration in respect of their full-time employment with the Branch, were made to persons holding office in the Branch;
- (6) the register of members of the Branch was maintained in accordance with the Act.


COLIN HEATH

SIGNED at Sydney this 29 day of August, 2002.

AUSTRALIAN WORKERS' UNION
TAPS & GAS INDUSTRY BRANCH

STATEMENT OF FINANCIAL PERFORMANCE
FOR THE YEAR ENDED 30TH JUNE, 2002

	<u>2001</u>	<u>2002</u>
	\$	\$
TELEPHONE EXPENSES		
OFFICE PHONE EXPENSES	6,261.86	7,499.94
MOBILE PHONES	8,771.58	9,006.68
HOME PHONES	598.77	752.77
TOTAL	<u>15,632.21</u>	<u>17,259.39</u>
GENERAL EXPENSES		
AUDIT FEES	3,500.00	5,846.55
BANK FEES & CHARGES	4,069.23	4,050.63
CINEMA TICKETS	330.91	-
COMMITTEE EXPENSES	1,839.40	956.56
HONORARIUMS	8,900.00	7,500.00
INSURANCE - JOURNEY & INJURY	3,140.81	4,074.00
LEGAL EXPENSES	14,702.59	6,122.01
LIBRARY/SUBSCRIPTIONS	1,372.35	1,606.78
MISCELLANEOUS	1,170.05	503.94
STAFF AMENITIES	506.64	308.47
TOTAL	<u>39,531.98</u>	<u>30,968.94</u>
OFFICE EXPENSES		
STATIONERY	1,380.96	2,218.65
DEPRECIATION OF EQUIPMENT	7,201.00	6,142.00
DONATIONS	100.00	100.00
OFFICE LEASE	2,633.91	2,908.32
MAINTENANCE OF EQUIPMENT	3,632.08	9,085.24
TOTAL	<u>14,947.95</u>	<u>20,454.21</u>
	<u>TOTAL EXPENSES</u>	<u>526,829.75</u>
	<u>NET INCOME</u>	<u>12,184.28</u>

AUSTRALIAN WORKERS' UNION
TAPS & GAS INDUSTRY BRANCH

STATEMENT OF FINANCIAL PERFORMANCE
FOR THE YEAR ENDED 30TH JUNE, 2002

	<u>2001</u>	<u>2002</u>
	\$	\$
INCOME		
MEMBERSHIP SUBSCRIPTIONS	493,915.99	490,338.30
GRIU SERVICING OF MEMBERS	39,900.00	46,395.95
CONTRACT SERVICES	5,988.62	6,284.23
BANK INTEREST	8,965.59	8,442.75
MISC INCOME	4,048.87	1,363.52
TRAVEL REIMBURSEMENT	1,756.20	975.35
RETRENCHMENT PROV. RECOVERED	-	14,128.00
TOTAL INCOME	<u>554,575.27</u>	<u>567,928.10</u>
EXPENSES		
DIRECT MEMBERSHIP EXPENSES		
AFFILIATION FEES	4,453.66	4,402.03
COMMISSION PAID	104.34	54.80
REFUND OF UNION FEES	1,482.24	266.50
PRINTING	8,384.34	8,802.40
POSTAGE & COURIER	7,805.95	10,292.01
SUSTENTATION FEES	62,061.69	63,349.53
PROMOTIONAL MERCHANDISE	13,106.14	3,154.55
TOTAL	<u>97,398.36</u>	<u>90,321.82</u>
PAYROLL EXPENSES		
SALARIES & WAGES	191,469.59	220,569.61
CONSULTANTS FEES	36,443.20	33,477.74
SUPERANNUATION - EMPLOYER	25,531.73	30,631.36
EMPLOYEE PROVISIONS	18,646.00	20,966.31
SALARY REIMBURSEMENT	2,847.64	3,453.48
TELEPHONE ALLOWANCE	155.50	-
WORKCOVER	3,024.62	3,076.93
TOTAL	<u>278,118.28</u>	<u>312,175.43</u>
ORGANISERS EXPENSES		
ACCOMMODATION & MEALS	9,663.88	5,099.80
ENTERTAINMENT	6,138.68	7,838.74
LIVING AWAY FROM HOME	4,680.00	4,000.00
TRAVEL EXPENSES	21,410.74	27,626.12
TRAINING EXPENSES	1,779.27	1,586.91
INTERNET SERVICE OFFICIALS	988.25	1,724.94
MISC. EXPENSES	1,150.95	399.73
TOTAL	<u>45,811.77</u>	<u>48,276.24</u>
MOTOR VEHICLE EXPENSES		
LEASE EXPENSES	4,033.72	7,334.04
REGISTRATION & INSURANCE	1,960.21	2,522.96
PETROL	10,777.71	10,652.21
SERVICE	4,651.86	5,750.69
DEPRECIATION	4,901.00	3,798.00
FRINGE BENEFITS TAX	9,064.70	6,229.89
TOTAL	<u>35,389.20</u>	<u>36,287.79</u>

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF

AUSTRALIAN WORKERS UNION

TAPS & GAS INDUSTRY BRANCH

Scope

We have audited the Financial Statements of the Australian Workers Union (Technical Administrative Professional Staff & Gas Industry Branch) for the year ended 30 June 2002 consisting of the Statement of Financial Position, Statement of Financial Performance, and accompanying notes. The Branch Committee of Management are responsible for the preparation and presentation of the Financial Statements and the information they contain. We have conducted an independent audit of these Financial Statements in order to express an opinion on them to the members of the Australian Workers Union (Technical Administrative Professional Staff & Gas Industry Branch).

Our audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance as to whether the financial statements are free of material misstatement. Our procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial statements, and the evaluation of accounting policies and significant accounting estimates. These procedures have been undertaken to form an opinion as to whether, in all material respects, the financial statements are presented fairly in accordance with Australian Accounting Standards and statutory requirements so as to present a view which is consistent with our understanding of the Organisation's financial position and the results of its operations.

We received all the information and explanations that officers and employees of the branch were able to provide.

The audit opinion expressed in this report has been formed on the above basis.

Audit Opinion

In our opinion:

- I. The Organisation kept satisfactory accounting records, including:
 - a) records of the sources and nature of the income of the Branch (including income from members); and
 - b) records of the nature and purposes of the expenditure of the Organisation.

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF

AUSTRALIAN WORKERS UNION

TAPS & GAS INDUSTRY BRANCH

2. The accounts and statements prepared under Section 273 of the Workplace Relations Act, 1996 (as amended) were properly drawn up so as to give a true and fair view of:
- a) the financial affairs of the Organisation as at the end of the period; and
 - b) the income and expenditure, and surplus of the Organisation for the period under review.
3. The financial statements are in accordance with:
- a) the provisions of the Workplace Relations Act 1996, (as amended);
 - b) applicable Australian Accounting Standards and other mandatory professional reporting requirements.
- and

TROEDEL ADAMS & CO.



P. R. Troedel
Chartered Accountants
Registered Company Auditor

Dated this ^{14th} day of August, 2002.

AUSTRALIAN WORKERS' UNION
TAPS & GAS INDUSTRY BRANCH
STATEMENT OF FINANCIAL POSITION
AS AT 30TH JUNE, 2002

	<u>2001</u>	<u>2002</u>
	\$	\$
ACCUMULATED FUNDS		
BALANCE @ YEAR END	<u>137,111.88</u>	<u>149,284.50</u>
THESE FUNDS ARE REPRESENTED BY:-		
CURRENT ASSETS		
CASH ON HAND	400.00	400.00
CASH AT BANK	307,148.13	334,241.49
MEMBERSHIP FEES OUTSTANDING	18,447.33	15,595.00
SUNDRY DEBTORS	<u>11,158.85</u>	<u>5,323.71</u>
	337,154.31	355,560.20
NON-CURRENT ASSETS		
OFFICE FURNITURE EQUIPMENT		
AND MOTOR VEHICLES (AT WRITTEN DOWN VALUE)	<u>39,376.58</u>	<u>29,416.58</u>
	39,376.58	29,416.58
TOTAL ASSETS	<u>376,530.89</u>	<u>384,976.78</u>
CURRENT LIABILITIES		
TRADE CREDITORS	17,676.58	19,610.56
GST OWING	7,333.30	8,643.57
OTHER CREDITORS	<u>4,020.13</u>	<u>3,986.98</u>
	29,030.01	32,241.11
LONG TERM LIABILITIES		
PROVISION FOR ANNUAL LEAVE		
AND LONG SERVICE LEAVE	73,811.00	81,001.17
PROVISION FOR RETRENCHMENT	<u>136,578.00</u>	<u>122,450.00</u>
	210,389.00	203,451.17
TOTAL LIABILITIES	<u>239,419.01</u>	<u>235,692.28</u>
NET ASSETS	<u>137,111.88</u>	<u>149,284.50</u>

2. **SALARIES AND WAGES**

In accordance with Sub-regulations 107 (a) (XIV) and (XV) of the Workplace Relations Regulations, we report that the figure Salaries and Wages in the Statement of Financial Performance is made up of the following:-

Elected Representatives	\$126,227.04
Employees	<u>94,342.57</u>
	<u>\$220,569.61</u>

3. **DONATIONS**

There were no gifts or other donations exceeding \$1,000.00 made to any political organisations during the year under review.

4. **INFORMATION TO BE PROVIDED TO MEMBERS OR REGISTRAR**

In accordance with the requirements of the Workplace Relations Act, 1996, the attention of members is drawn to the provisions of Section 274 which reads as follows:

- a) "A member of an organisation, or a Registrar, may apply to the organisation for specified prescribed information in relation to the organisation;
- b) An organisation shall, on application made under Subsection (1) by a member of the organisation or a Registrar, make the specified information available to a member or the Registrar in such manner, and within such time, as is prescribed;
- c) A Registrar may only make an application under Subsection (1) at the request of a member of the organisation concerned, and the Registrar shall provide to a member information received because of an application made at the request of the member."



AUSTRALIAN INDUSTRIAL REGISTRY

Level 8, Terrace Towers
80 William Street, East Sydney, NSW 2011
Telephone: (02) 8374 6666
Fax: (02) 9380 6990

Mr. Colin Heath
Branch Secretary
Technical, Administrative, Professional Staff and Gas Industry Branch
The Australian Workers' Union
685 Spencer Street
WEST MELBOURNE VIC 3003

Dear Mr. Heath

**Re: Lodgment of Financial Statements for The Australian Workers' Union -
Technical, Administrative, Professional Staff and Gas Industry Branch for the
year ended 30 June 2002 (FR2002/604)**

Receipt is acknowledged of the above financial statements, which were lodged in the Registry on 11 November 2002.

These documents meet the requirements of the *Workplace Relations Act 1996* and have now been filed.

Yours sincerely,

Robin Godfrey
Deputy Industrial Registrar
NSW Registry

26 November 2002